

## **OPERATING PROCEDURES DEPARTMENT OF ART AND ART HISTORY**

(Amended 4.14.23)

### **Purpose of this Document**

This Operating Procedures document serves to: (1) describe the internal structure of the Department of Art and Art History, (2) describe some of the responsibilities of the positions and academic units within the department, and (3) describe a set of preferred operating procedures for departmental procedures that occur on a regular basis, whether frequently or infrequently. The operating procedures laid out in this document are not intended to limit the authority of the Chair as delegated by the University. With the exception of the section on the structure and election of the Executive Committee (which has been approved and ratified by the University), the Chair may, at the Chair's discretion, deviate from any procedures recommended in this document.

### **I. FACULTY**

#### **A. Department of Art and Art History Faculty**

The governance of the Department of Art and Art History is vested in voting members of the departmental faculty. The faculty has recommendation jurisdiction on all departmental matters except those expressly vested in the Executive Committee, the Graduate Studies Committee, or the Office of the Chair either by this document or by the University's HANDBOOK OF OPERATING PROCEDURES, by the REGENT'S RULES. The faculty is responsible for fulfilling the department's academic purpose through teaching, research, and service, and it makes recommendations on policies directly and immediately relating to these purposes.

#### **B. Membership and Voting**

The faculty of the Department of Art and Art History consists of all University faculty whose academic responsibility (or any part thereof) is to teach any of the courses offered under the jurisdiction of the Department of Art and Art History. All such persons have the right to attend departmental faculty meetings and to participate in discussion; however, the right to vote is held only by those members whose conditions of appointment conform to University regulations concerning voting status in departments as set forth in the HANDBOOK OF OPERATING PROCEDURES (HOP 2-1020):

##### *A. Colleges and Schools*

- 1. The voting members of the college or school faculty are the same as for the General Faculty (HOP 2-1020), except that full-time instructors or lecturers with two semesters of service are also voting members of the faculty.*
- 2. Dual titles such as Professor of Human Ecology and Education indicate voting membership in both units provided the faculty member holds a joint appointment in each unit.*

*3. Standing committees of the colleges and schools shall be appointed by the respective deans, either annually or biennially.*

*B. Departments*

*1. A faculty member shall have voting status in a department on departmental matters if*  
*a. He or she holds a full-time appointment in that department with the rank of professor, associate professor, assistant professor, or instructor or lecturer (after four consecutive semesters of service). The assignment of a faculty member to an administrative or research post, or if on released time for research, career development, endowed chair, or such other activities as may be approved by the president shall not jeopardize the voting status of the individual under this provision.*

*Or*

*b. He or she holds joint appointments in two or more units - the sum of which corresponds to a full-time appointment in the University.*

**C. Quorum**

In officially called meetings of the Department (whether of the full faculty or particular unit), no quorum is required; the vote of those attending represents the official opinion of those present.

**II. THE CHAIR**

**A. Selection and Term of Office**

The Chair is selected, holds office, and is evaluated according to procedures set forth in the University's HANDBOOK OF OPERATING PROCEDURES (2-2140):

*Selection and Evaluation of Department Chairpersons*

*Recommendations on appointments by department chairpersons shall be submitted by the deans to the President, who is responsible for the appointment of department chairpersons. Only those having the rank of professor shall be eligible to serve as a department chairperson, except when circumstances make this not feasible.*

*In the initial selection of a department chairperson, the dean shall consult with all voting members of the department or with their elected representatives. The procedures for consultation shall be formally communicated in writing to the voting members of the department's faculty. The department's voting faculty shall be given a reasonable opportunity to comment to the dean on the procedures. Possible means of consultation include consultative committees, which may be elective in whole or may include additional appointed members (especially appropriate in large departments), written*

*comments from members of the department, or oral consultation with all members (in small departments). The dean shall make appropriate provisions to ascertain the views of teaching assistants and students in the department including, if a consulting committee is employed, representatives of those groups on the consulting committee.*

*When circumstances warrant, the dean may include in the consultative process members of the faculty from related departments. A statement of the consultative process employed shall accompany the dean's recommendation to the President.*

*At an appropriate time and not later than the end of any four-year period of service of a chairperson, the dean shall review the administration of the department, including consultation with its members and submit to the President an evaluation report and recommendation as to whether the incumbent should be reappointed to that position.*

As the chief executive officer of the Department of Art and Art History, the Chair is ultimately responsible for its welfare and has the following principal duties and responsibilities:

1. The Chair is the channel for official communication between the department and the dean and other administrative officers, other departments, etc., in all matters pertaining to the Department of Art and Art History.
2. Chair is responsible for all official correspondence of the department except for that relating to academic aspects of graduate programs, copies of which the chair may request.
3. The Chair prepares all official reports on the department's activities except for those relating to the graduate programs, for which chair shares responsibility with graduate advisors.
4. The Chair is the ultimate supervisor of all classified staff directly employed by the department.
5. In emergency situations, the Chair has discretionary power to deviate from procedures adopted by the faculty but must report any deviations and the reasons for them to appropriate members of the faculty.

#### B. Academic Responsibilities

1. The Chair develops the course schedule and oversees teaching assignments of faculty in consultation with Associate and Assistant Chairs, so as to ensure that curricular needs are met at the highest level.
2. The Chair is ultimately responsible for all materials relating to the department's academic programs that are published in the catalog and other official University publications and on the web.

#### C. Faculty Meetings

1. The Chair calls meetings of the faculty of the department, prepares the agenda of these, and presides. Chair solicits agenda items from faculty and must call special meetings if asked to do so by written request from 10% of voting members of the faculty. Meeting agendas will be distributed to faculty no fewer than three working days prior to a meeting.

#### D. Recruitment and appointment of faculty

1. Chair solicits input from Assistant Chairs of each departmental unit, acting on behalf of the full unit faculty, concerning any proposed searches for the following year.
2. Once informed by the dean's office as to number of search possible, Chair prioritizes departmental requests. Chair relays outcome of search requests to faculty.
3. Chair will appoint search committee chairs and members in consultation with faculty and, together with the departmental Executive Assistant, ensures that proper procedures are followed in all phases of a search, from job description through finalist interviews, according to university and departmental guidelines.

#### E. Executive Committee

1. Chair manages annual Executive Committee elections
2. Chair prepares EC meeting agendas and makes subcommittee assignments for evaluation of faculty in tenure and promotion cases, annual merit reviews, and comprehensive periodic reviews. Chair communicates those results, along with separate evaluations as required or warranted, to individual faculty members and to the dean's office.
3. Chair oversees the EC in considering other business, as needed.

#### F. Committees

1. The Chair approves annual committee assignments – as proposed by assistant and associate chairs or in response to requests from the dean's office – with the exception of the Executive Committee, which is elected by department faculty, and ad hoc committees within academic units. The Chair is an ex officio member of committees.

#### G. Fiscal Matters

1. The Chair is responsible for the annual budget of the Department of Art and Art History. This includes budgets for the salaries of faculty; administrative, professional and classified personnel; teaching assistants; wages of student personnel; maintenance, operation and equipment; travel; and major renovation projects.
2. Chair is responsible for all expenditures from the operating budget and from other funds and accounts assigned to the Department.
3. Chair will account for funds of all divisions of the departmental budget.
4. Chair supervises the annual inventory of departmental equipment.

#### H. Long Range Planning

The Chair monitors strengths and weaknesses of departmental programs and engages with faculty and the dean's office in determining actions when changes of course are needed. The chair directs the

development of strategic or long-range plans, whether advanced by the dean's office or developed within the department with input from faculty.

#### I. Students

1. The Chair oversees faculty and staff members in student advising, following guidelines established by departmental, college, and university policies, as stated in the College catalog. Key positions include:

a. The Undergraduate Advisor, a College of Fine Arts staff member, who counsels all new and transfer students and prepares recommendations on course transfer. The Undergraduate Advisor also coordinates undergraduate registration and advising activities for the Department of Art and Art History.

b. Graduate Advisors, appointed faculty members, whose duties and responsibilities are set forth in the University's HANDBOOK OF OPERATING PROCEDURES (9-1240).

1. The Department of Art and Art History has three graduate advisors – for Art Education, Art History, and Studio – each with signature authority.

2. Graduate Advisors normally serve two or three-year terms and may on occasion serve longer, by agreement with unit faculty and the chair.

3. During the final spring of an advisor's term, successor candidates self-nominate or are nominated by faculty members in the relevant unit, with final selection by ballot. Appointments remain subject to chair approval.

4. The Chair provides Graduate Advisors with a reduced teaching load.

2. The Chair serves as an arbitrator, when necessary, between students and members of the faculty.

### III. DEPARTMENT UNITS AND PROGRAMS

#### A. Composition

1. Art Education

2. Art History

3. Studio Art (Painting and Drawing, Sculpture and Extended Media, Print, Photography, Transmedia)

4. Art and Art History Department First-Year Core Program

A faculty member may be a member of more than one department or program by mutual recommendation of the collaborating departments or programs, the Executive Committee, and the Chair.

B. Each unit will be led by an Assistant Chair, typically elected for a two-year term by the members of that unit and subject to chair approval. (Assistant professors on either track are considered exempt from holding such positions.) Leadership decisions should be made by mid-April for terms effective August 1.

By mutual agreement among the incumbent, unit faculty, and the chair, Assistant Chairs may serve additional terms.

Duties and responsibilities of the Assistant Chairs include the following:

1. provide strong academic and program leadership for the unit.
2. call and chair meetings of the unit as needed or requested.
3. implement recommendations reached by unit faculty as appropriate.
4. represent the unit to the Chair and the Executive Committee (of which assistant chairs are voting members).
5. provide names of candidates for TAs and AIs, as approved by the division, to the Graduate Advisor and Chair.
6. develop course schedule for their unit and identify appropriate instructors, in consultation with the Chair.

C. The duties and responsibilities of the faculty within a unit are as follows:

1. transact business pertinent to the unit.
2. carry out that part of the instructional program committed to its care.
3. propose courses that should be offered each term and to suggest staffing for these to the Assistant Chair.
4. review on a regular basis any portion of the curriculum that falls within its purview and make recommendations to the Curriculum Committee for revisions whenever those seem warranted.
5. nominate graduate students for appointment as teaching assistants and assistant instructors for those courses that are within the purview of the division.
6. work with the Chair in advertising vacancies in faculty and staff positions.
7. advise the Chair of any unusual or unexpected financial needs that arise in carrying out that part of the instructional program committed to it.

#### **IV. EXECUTIVE COMMITTEE**

##### **A. COMPOSITION AND TERMS OF SERVICE**

The Executive Committee is chaired by the Chair, who serves as a non-voting member.

The voting members of EC include:

-Appointed member: AAH Associate Chair (1)

and the following elected members:

-Assistant Chairs from each of the three units: studio, art history, art education (3)\*

-Tenure track members from Studio:

2 Professors, 2 Associate Professors (4)

-Tenure track members from Art History:

3 Professors, 2 Associate Professors (5)

-At-large Tenure Track Assistant Professor from Studio or Art History (1)

- Tenure track member at any rank from Art Education (1)
- Professional-track members (3), one reserved for assistant professor, with service frequency commensurate to appointment percentage.

\*Note: In rare cases, if an ex officio member needs to simultaneously hold their administrative position and serve as a subcommittee member, that person may only cast one vote.

#### B. ROLE OF THE CHAIR AND ASSOCIATE CHAIR(S)

The Chair of the Department serves as Chair of the Executive Committee. The Associate Chair will meet with the Committee as a voting member; however, if moderating meetings in the Chair's absence, the Associate Chairs does not vote.

#### C. ELECTION

Membership is determined through an annual election process held each spring to fill any vacancies for the upcoming year. Members may be elected by a simple majority, with runoff elections in the case of a tie. Regular terms begin on the first day of the fall semester.

Subsequent elections shall be called by the Chair each Spring to fill expiring terms. The Chair shall promptly call for an election to fill a vacancy in an unexpired term whenever such vacancy might occur. Order of elections will be the same as in the initial election for those positions requiring replacement.

#### D. ELIGIBILITY OF CANDIDATES

Faculty members eligible for election to the Executive Committee shall consist of tenure-track/tenured professors, associate professors, and assistant professors with at least half-time employment in the Department and professional-track faculty appointed at any non-zero percent time in the department who hold the titles assistant professor of practice, associate professor of practice, professor of practice, assistant professor of instruction, associate professor of instruction, or professor of instruction, distinguished senior lecturer.

#### E. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee may review proposals to fill any professional-track, tenure-track, tenured position and may make recommendations to the Chair.
2. The Executive Committee will have the responsibility of evaluating faculty for progress toward tenure, promotion, and annual merit recommendations. The Executive Committee's recommendations are forwarded to the Dean by the Chair, together with the Chair's own evaluation.
3. The Executive Committee may make recommendations for the allocation of funds.
4. The Executive Committee may review and propose modification of departmental policy or procedure.
5. The Executive Committee will undertake deliberation on any topics as requested by the Chair.

#### F. REVIEW OF THE EC STRUCTURE

*Budget Councils*

*All the full professors in a department conjointly, or all the associate professors conjointly in case there is no full professor, constitute the Budget Council of the department, each member being entitled to one vote, there being no seniority. No person on modified service shall be a member of the Budget Council. The chairperson of the department serves as chairperson of the Budget Council.*

*Changes in the Budget Council organization are permitted under the following circumstances:*

- 1. A departmental faculty, Budget Council, or chairperson may develop a plan whereby the authority of the Budget Council is vested in an executive committee or committees of size, composition by academic rank, and mode of selection as specified by the plans. Under an executive committee mode of governance, associate professor and assistant professor members may be consulted and may participate in the discussions, but may not vote formally, on any matters affecting their own or higher ranks and on matters affecting promotion or continued appointment in their own rank or higher ranks.*
- 2. A departmental faculty, Budget Council, chairperson, or the dean may initiate a proposal to extend membership on the Budget Council to one or more of the departmental faculty with the ranks of Associate Professor or Assistant Professor, or to one or more members of the faculty of another department or departments. Under an extended budget council mode of governance, associate professor and assistant professor members may be consulted and may participate in the discussions, but may not vote formally, on salary matters affecting their own or higher ranks and on matters affecting promotion from or continued appointment in their own rank or higher ranks.*
- 3. After one or more proposals to be presented to the department faculty under Paragraph 1 and 2 have been circulated to all voting members of the department for at least one week, a meeting of the department shall be called during the long session at a time which will ensure full participation of its members. The meeting shall assess the merits of the proposal or proposals and determine whether they are in a form appropriate for submission to ballot. One week after the close of debate on the proposal or proposals, votes on them shall be taken by mail ballot sent to all voting members of the department, including those on leave. A modification shall take effect if approved by a majority vote of the members and by the dean and the president.*
- 4. A dean may determine that operation of a department has deteriorated because of actions taken or not taken by the Budget Council or because of irreconcilable differences*

*within the membership of the Budget Council, and that a change in the Budget Council organization is essential to the effective administration of the department. Under such circumstances he or she may request the approval of the president to establish a temporary budget committee for the department. This action by the dean shall be effective for a period of not more than three years. During the period, reorganization proposals according to Paragraphs 1, 2, and 3 may be affected*

*5. During the third or terminal year of operation under any of the foregoing plans and not later than each third year thereafter, the departmental faculty members with tenure shall recommend whether to continue the existing organization or to return to a Budget Council system. This recommendation shall be forwarded by the chairperson of the department for the approval of the dean and the president. If the department faculty members with tenure propose modifications in the mode of governance for consideration by the department, this will be done in accordance with the provisions of Section 3.*